



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

April 15, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**FIVE-YEAR LEASE – SHERIFF DEPARTMENT
4100 CITY TERRACE DRIVE, LOS ANGELES
(FIRST DISTRICT) (3 VOTES)**

SUBJECT

This recommendation is for a five-year lease for 1,076 rentable square feet of office space for a new City Terrace Sheriff substation to supplement services currently offered at the East Los Angeles Sheriff's Station as requested by area residents.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Consider the Negative Declaration, together with the fact that no comments were received during the public review process, find that the project will not have a significant effect on the environment, find that the Negative Declaration reflects the independent judgment of the County of Los Angeles (County) to approve the Negative Declaration, find that the project will have no adverse effect on wildlife resources, and authorize the Chief Executive Office (CEO) to complete and file a Certificate of Fee Exemption for the project
2. Approve and instruct the Chair to sign the five-year lease with the Federation of Zacatecan International Benefit Organizations, Inc. (Lessor) for the occupancy of 1,076 rentable square feet of office space for the Sheriff Department (Sheriff) at 4100 City Terrace Drive, for a maximum first year cost of \$22,596, plus the lump sum reimbursement of the Additional Tenant Improvement (TI) allowance in the amount of \$130,000. The rental costs are 100 percent net County cost.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Authorize the Sheriff to acquire furniture directly through a County approved vendor.
4. Authorize the CEO and Sheriff to implement the project. The lease will be effective upon approval by your Board, but the term and rent will commence upon completion of the improvements by the Lessor and acceptance by the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In May 2007, the Board approved a motion directing the CEO to examine the feasibility of providing the City Terrace Community with a Sheriff's substation as requested by area residents.

The proposed substation will supplement services currently offered by the East Los Angeles Sheriff's Station located at 5019 East Third Street. The City Terrace location provides convenient and direct access to Sheriff personnel by the local community who are unable to access services at the East Los Angeles Station.

The substation will house four volunteers and support will be provided by Sheriff Law Enforcement Technicians and Community Service Officers. The Sheriff estimates 20 community members will visit the substation daily and also plans to use the facility to conduct community meetings. Sheriff personnel and volunteers will be available to answer questions on law enforcement issues, write reports, and provide information and referrals to the community. Establishing a substation in City Terrace will allow the Sheriff to provide direct and expeditious services to the community in a centrally located facility near public transportation routes.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we provide service excellence by giving the public easy access to quality information and services that are beneficial and responsive (Goal 1). This lease will provide community services that improve the quality of life for the residents in Los Angeles County's unincorporated communities by offering a wide range of department coordinated services responsive to each community's specific needs (Goal 6), as well as, increase the safety and security of all Los Angeles County residents through the comprehensive integration of public safety information systems in coordination with local, County, State, and federal agencies (Goal 8). In this case, the proposed lease supports these goals with a suitably located substation with appropriate workspace for the Sheriff volunteers and staff, as further outlined in Attachment A.

FISCAL IMPACT/FINANCING

The proposed lease will provide the Sheriff the use of 1,076 rentable square feet of office space at an initial monthly full service base rent of \$1,883 or \$22,596 annually.

PROPOSED LEASE	4100 CITY TERRACE DRIVE, LOS ANGELES
Area	1,076 rentable square feet
Term	Five years, commencing upon Board approval and completion of the TI's
Annual Base Rent	\$ 22,596 (\$ 1.75 per sq.ft. per month)
Base TI Allowance	N/A
Additional TI allowance	\$110,000
Change Order allowance	\$ 20,000
Lump Sum TI Reimbursement	\$130,000*
Maximum Annual Rent	\$ 22,596 (\$ 1.75 per sq.ft. per month)
Cancellation	After 2 years
Parking	Adjacent County Parking Lot
Option to Renew	Three-year option
Rental Adjustment	3 percent fixed step

*\$130,000 represents the maximum amount of reimbursable TI funds available for this project. If this entire amount is expended, the TI reimbursement lump sum amount will be \$130,000.

Sufficient funding for the rental costs of the proposed lease is included in the 2007-08 Rent Expense budget and will be billed back to the department. The Sheriff has sufficient funding in its 2007-08 operating budget to cover the projected lease costs which are 100 percent net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The lease will serve as a substation for the Sheriff. The proposed five-year lease will provide 1,076 rentable square feet of office space. The lease contains the following provisions.

- Five-year term commencing after completion of the improvements by the Lessor and acceptance by the County.
- A full-service gross basis whereby the Lessor is responsible for the operational and maintenance costs associated with the premises.

- A reimbursable additional TI allowance of \$110,000 and \$20,000 change order allowance, to be paid in a lump sum.
- A cancellation provision allowing the County to cancel at anytime after two years with 60 days prior written notice.
- Furniture will be purchased by the Sheriff through a County-approved vendor.
- Telephone, data, and low-voltage systems will be purchased by the Sheriff through a County-approved vendor.
- One three-year option to extend the lease with 180 days prior written notice.
- Annual fixed step rental adjustments of 3 percent per annum through the term of the lease.

CEO Real Estate staff conducted a survey within the project area to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could suitably accommodate this requirement. Based upon said survey, staff has established that the base rental range for similar space is between \$21 and \$48 per square foot per year on a full-service gross basis, i.e., including operational and maintenance costs, as well as, utilities and janitorial expenses. Thus, the base annual rent of \$21 full-service gross for the proposed lease with this level of TI's represents a rate within the fair market value for the area. The proposed facility provides the only viable space to house the Sheriff's program within the City Terrace service area. Attachment B shows County-owned or leased facilities in the proximity of the service area and there are no suitable County-owned or leased facilities available for the program.

The Department of Public Works has inspected this facility and found it suitable for County occupancy. In addition, as a courtesy the appropriate notice was sent to Regional Planning as required under governmental code 65402 notifying them of the County's proposed lease for the site and no objections were received. Construction of the TIs will be completed in compliance with American with Disabilities Act (ADA) and building codes. Additionally, the Lessor will ensure ADA path of travel requirements are met.

A child care center is not programmatically feasible in the proposed premises.

The Honorable Board of Supervisors
April 15, 2008
Page 5

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The CEO has made an initial study of environmental factors and has concluded that this project will have no significant impact on the environment and no adverse effect on the wildlife resources. Accordingly, a Negative Declaration has been prepared and a notice posted at the site as required by the California Environmental Quality Act (CEQA) and the California Administrative Code, Section 15072. Copies of the completed Study, the resulting Negative Declaration, and the Notice of Preparation of Negative Declaration as posted are attached. No comments to the Negative Declaration were received. A fee must be paid to the State Department of Fish and Game when certain notices are filed with the Registrar-Recorder/County Clerk. The County is exempt from paying this fee when your Board finds that a project will have no impact on wildlife resources.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Lease will provide the necessary office space for this County requirement.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return four originals of the executed lease, two certified copies of the Minute Order and the adopted, stamped Board letter to the CEO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DL:JSE
CEM:MAC:hd

Attachments (4)
c: County Counsel
Auditor-Controller
Sheriff Department
Internal Services Department